



**HEADQUARTERS
PACIFIC REGION, CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY**

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1 October 2000

**MEMORANDUM FOR PACIFIC REGION STAFF
ALL PACIFIC REGION WING CCs**

FROM: CC

SUBJECT: Policy Letters

1. It has come to my attention that some members of the staff are unclear as to why we have Region Policy Letters and how they are to be used. Policy letters are to be considered additional guidance in areas that are not generally covered by regulations. The idea is to standardize "word of mouth" and other ongoing procedures. Each staff member is expected to follow the guidance presented in the policy letters when conducting Region business.
2. Policy letters are living documents that will change over time. The Region Administrative section or the appropriate functional office will update them in a timely manner and republish them as needed. As a staff officer you are expected to contribute suggestions for changes to existing policy letters where additional policy guidance or clarification would be helpful. Submit suggestions to the region headquarters to my attention. If you have an area you believe lends itself to a policy letter, you expect to be asked to author the letter. The Chief of Staff will evaluate all suggestions to determine suitability and I will approve any publication and/or implementation of a policy.
3. One ongoing area of concern is whether we should publish policy letters or supplement the regulations. Policy letters will generally cover subjects, which are not specifically covered in the regulations. If you feel a supplement to the regulations would be more appropriate, please submit those as well.
4. Our goal at Pacific Region is to work efficiently and support the members in our Wings, not to increase their workload. Policy letters are one way that we can help accomplish that goal. Thank you all for your cooperation.

PHILLIP S. GROSHONG, Colonel, CAP
Commander